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TO: All State Agencies  
FROM: Robert J. Murphy, Director  
Central Payroll Bureau  
DATE: November 16, 2017  
SUBJECT: Employee Address Data

All State of Maryland employees need to maintain up to date address information for timely distribution of their Annual Wage and Tax Statement (W-2 form). Requests to add or correct addresses must be received in this office by **December 1, 2017** to assure inclusion on the 2017 W-2 Wage and Tax Statements.

Additionally, having a valid address on file is vitally important for mailing information concerning payroll deduction changes which may affect employee benefits and take home pay.

For employee convenience, verification of their current address and tax withholding information on file may be accomplished by accessing our Web site's POSC (Payroll Online Service Center).

**Choose option – Update Address / W4 (Tax Withholding)**

This method is the most convenient way to review and update addresses and tax withholding information. **Please remember that if any changes are needed, all fields (address and tax withholding information) must be entered to complete the form.**

Without access to POSC, your address and tax withholding information may still be updated by use of a hard copy W4/MW507 form which is available to download from our Central Payroll Bureau Web site – please enter the following URL address:

[http://comptroller.marylandtaxes.com/Government\\_Services/State\\_Payroll\\_Services](http://comptroller.marylandtaxes.com/Government_Services/State_Payroll_Services)

Click on General Information – Forms

Again, of most importance, **the W4 form must be completed in its entirety**. Federal and State tax information must be completed as well as the complete address section. Once the form is completed it should be mailed to Central Payroll Bureau at the address on the form.

Your assistance in getting this important information distributed to the employees of your agency is appreciated.